



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

1000 NAVY PENTAGON

WASHINGTON, D.C. 20350-1000

SECNAVINST 5212.5D

N09B35

22 April 1998

SECNAV INSTRUCTION 5212.5D

From: Secretary of the Navy

To: All Ships and Stations

Subj: NAVY AND MARINE CORPS RECORDS DISPOSITION MANUAL

Ref: (a) Records Management by Federal Agencies, 44 U.S.C. Chapter 31

(b) Disposal of Records, 44 U.S.C. Chapter 33

(c) 36 Code of Federal Regulations (CFR) Chapter XII Subchapter B

(d) United States Navy Regulations 1990, Article 1127

1. Purpose. To prescribe policy and procedures for the maintenance, use, and disposition of Department of the Navy records per references (a) through (d).

2. Cancellation. SECNAVINST 5212.5C.

3. Discussion. This instruction contains disposition schedules for Department of the Navy records by Standard Subject Identification Codes (SSIC). The schedules incorporate National Archives and Records Administration (NARA) records disposition policies and guidelines and have been approved by the Archivist of the United States as required by references (b) and (c).

4. The Statutory Definition of Records. Reference (b) defines records as "all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the information value of data in them.... Library and museum material made or acquired or preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included."

5. Action

a. The Chief of Naval Operations (CNO) is responsible for managing and executing the Department of the Navy records disposition program. CNO has assigned administration of the

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program to the Navy Directives and Records Management Branch (N09B35), Office of the Chief of Naval Operations.

b. Addressees will follow the procedures in this instruction.

6. Forms


a. The following forms are available from the Federal Supply System through normal supply procurement procedures.

| <u>Title</u>  | <u>National Stock No.</u> |
|---|---------------------------|
| SF 115, Request for Records Disposition Authority       | 7540-00-634-4064          |
| SF 135, Records Transmittal and Receipt                 | 7540-00-634-4093          |
| SF 135A, Records Transmittal and Receipt (Continuation) | 7540-00-823-7952          |
| OF 11, Reference Request-Federal Records Center         | 7540-00-682-6423          |

b. The following forms are available from the National Archives and Records Administration at College Park, Office of Federal Records Center, 8601 Adelphi Road, College Park, MD 20740-6001.

| <u>Title</u>  |
|---|
| SF 258, Request to Transfer, Approval, and Receipt of Records to National Archives            |
| NARA 14097, Technical Description for Transfer of Electronic Records to the National Archives |

7. Reports. Report control symbol SECNAV 5212-1 is assigned to the report on Accidental Destruction of Records required by paragraph 6, Part I, and is approved per SECNAVINST 5214.10B.

  
Dr. Ann Miller  
Department of the Navy  
Chief Information Officer

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